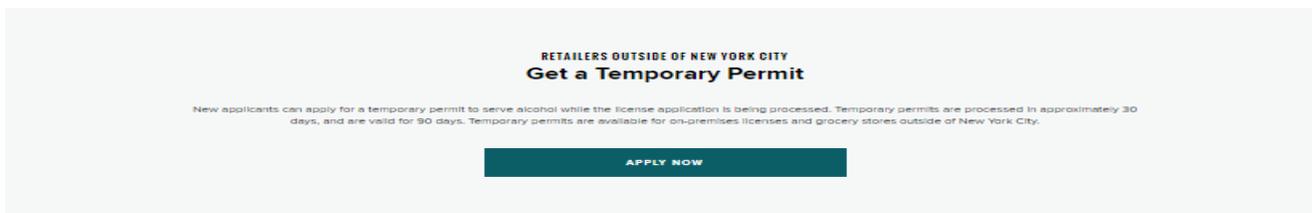


TUTORIAL: HOW TO APPLY FOR AN SLA LICENSE

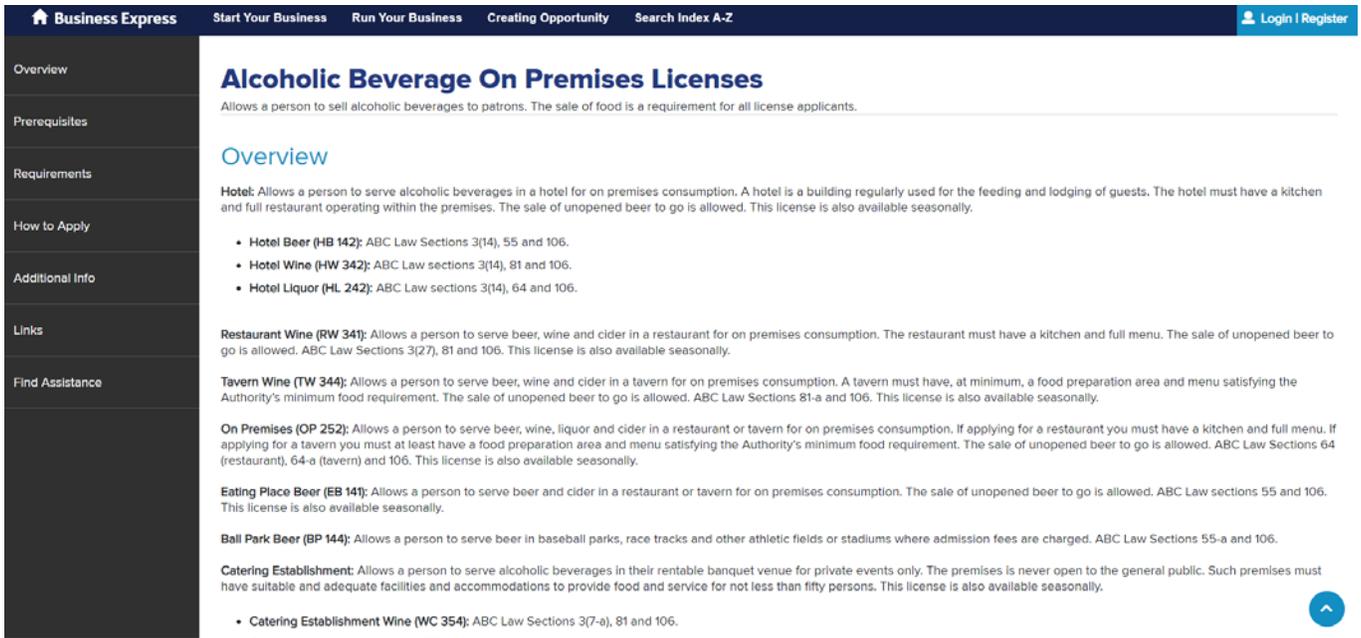
1. From the SLA homepage (www.sla.ny.gov), hover over Licenses (red arrow), and click Get a License (red circle).



2. From the Get a License page, select the type of license you are interested in applying for, i.e., retail on premises (bar, tavern, restaurant), retail off premises (grocery store, liquor store), manufacturing, or wholesale (red circles). For the purposes of this tutorial we will apply for a tavern liquor license, retail on premises (red arrow).

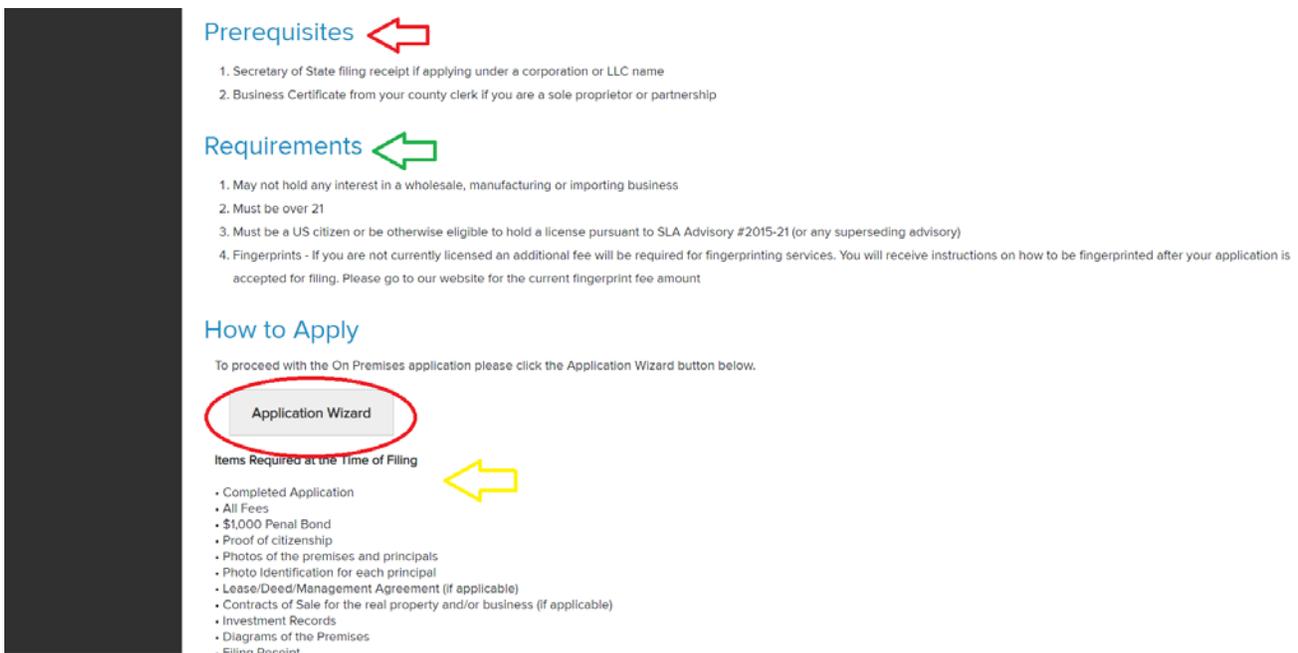


3. From the Retail On Premises page, you'll see a brief description of each license type.



4. Scrolling down further, you will see those items which must be filed before filing the application with the SLA (red arrow), the requirements for holding a license (green arrow), the items that must be included in the application (yellow arrow), and the items which can be provided after filing the application but before the granting of a license (scroll down the webpage just below the cutoff on the picture).

Click the Application Wizard button (red circle) to be taken to a series of questions which will guide you to the proper application, instructions, and fee.



Prerequisites 

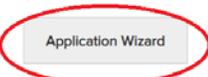
1. Secretary of State filing receipt if applying under a corporation or LLC name
2. Business Certificate from your county clerk if you are a sole proprietor or partnership

Requirements 

1. May not hold any interest in a wholesale, manufacturing or importing business
2. Must be over 21
3. Must be a US citizen or be otherwise eligible to hold a license pursuant to SLA Advisory #2015-21 (or any superseding advisory)
4. Fingerprints - If you are not currently licensed an additional fee will be required for fingerprinting services. You will receive instructions on how to be fingerprinted after your application is accepted for filing. Please go to our website for the current fingerprint fee amount

How to Apply

To proceed with the On Premises application please click the Application Wizard button below.

Application Wizard 

Items Required at the Time of Filing 

- Completed Application
- All Fees
- \$1,000 Penal Bond
- Proof of citizenship
- Photos of the premises and principals
- Photo Identification for each principal
- Lease/Deed/Management Agreement (if applicable)
- Contracts of Sale for the real property and/or business (if applicable)
- Investment Records
- Diagrams of the Premises
- Filings Docket

5. On the Application Wizard, please note the information in the yellow banner regarding use of certain web browsers.

The first two questions will determine whether you have chain restaurant status (more information by clicking the question mark circled in red), and what type of alcoholic beverages you intend to serve. For the purposes of this tutorial, we have chosen no and beer, wine, cider, and liquor.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

On Premises

Stand-Up Bar

Summary Screen

On Premises

Do you currently have a Chain Restaurant License status and do you wish to add an additional licensed location?

Yes

No

What type of alcohol will you sell for on premises consumption?

Beer, Wine, Cider, Liquor

Next

6. The next three questions ask the location of the proposed establishment for purposes of determining the proper fee. For the purposes of this tutorial, we chose no for all.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

On Premises

On Premises

Stand-Up Bar

Summary Screen

On Premises

Is the premises you wish to license in New York, Kings, Bronx, or Queens county?

Yes

No

Is the premises you wish to license in Richmond county?

Yes

No

Is the premises you wish to license in the city of Buffalo, Rochester, Syracuse or Yonkers?

Yes

No

Is the premises you wish to license in the city of Albany, Mount Vernon, New Rochelle, Niagara Falls, Schenectady, Utica or White Plains?

Yes

No

Next

7. The next question asks about rentable rooms/apartments to determine if your business is a hotel or bed and breakfast. For the purposes of this tutorial, we chose no.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

- On Premises
- On Premises
- Beer, Wine, Cider and Liquor
- Beer, Wine, Cider and Liquor
- Stand-Up Bar
- Summary Screen

Beer, Wine, Cider and Liquor

Do you have rentable rooms/apartments for overnight guests?

Yes

No

Next

8. The next question asks about your not for profit status as a membership organization to determine if your business is a club (club bars are members only, not open to the general public). For purposes of this tutorial, we chose no.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

- On Premises
- On Premises
- Beer, Wine, Cider and Liquor
- Beer, Wine, Cider and Liquor
- Stand-Up Bar
- Summary Screen

Beer, Wine, Cider and Liquor

Are you a not for profit or fraternal club/organization who will serve club members and their guests only as defined in Section 3(9) of the ABC Law?

Yes

No

Next

9. The next question asks whether you will host only private banquet-like events to determine if your business is a catering establishment. For purposes of this tutorial, we chose no.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

- On Premises
- On Premises
- Beer, Wine, Cider and Liquor
- Stand-Up Bar
- Summary Screen

Beer, Wine, Cider and Liquor

Does your premises operate like a banquet hall hosting private events only?

Yes

No

Next

10. The next two questions ask whether your business will be on a boat to determine if your business needs a vessel license, or whether it will have a capacity of 600 and act as an entertainment venue to determine whether your business is a cabaret. For the purposes of this tutorial, we chose no for both.

The screenshot shows a web form titled "New York Business Express" with a sub-header "Beer, Wine, Cider and Liquor". A yellow warning banner at the top states: "If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files." On the left is a vertical sidebar with a "Business Details" dropdown menu. The menu items are: "On Premises" (checked), "On Premises" (checked), "Beer, Wine, Cider and Liquor" (highlighted with a yellow dot), "Beer, Wine, Cider and Liquor" (greyed out), "Stand-Up Bar" (radio button), and "Summary Screen" (radio button). The main content area contains two questions with radio button options: "Is your premises a vessel that provides ferry, fishing or excursion services?" with "Yes" and "No" options, where "No" is selected; and "Do you have a capacity for 600 or more and have musical entertainment of any kind?" with "Yes" and "No" options, where "No" is selected. A blue "Next" button is positioned below the second question.

11. The next three questions ask whether your business will not sell alcoholic beverages (i.e., it would allow only BYOB and/or provide complimentary alcoholic beverages) to determine whether your business will be a bottle club, whether you will have a full kitchen (able to prepare a menu capable of meeting the full entrée standard of a restaurant), and whether you will serve full entrées to determine whether you *can* be a restaurant. For the purposes of this tutorial, we chose no, yes¹, and no.

The screenshot shows a web form titled "New York Business Express" with a sub-header "Beer, Wine, Cider and Liquor". A yellow warning banner at the top states: "If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files." On the left is a vertical sidebar with a "Business Details" dropdown menu. The menu items are: "On Premises" (checked), "On Premises" (checked), "Beer, Wine, Cider and Liquor" (highlighted with a yellow dot), "Beer, Wine, Cider and Liquor" (greyed out), "Stand-Up Bar" (radio button), and "Summary Screen" (radio button). The main content area contains three questions with radio button options: "Do you want to operate a bottle club where alcohol is not sold?" with "Yes" and "No" options, where "No" is selected; "Do you have a full kitchen?" with "Yes" and "No" options, where "Yes" is selected; and "Will you serve full entree like meals?" with "Yes" and "No" options, where "No" is selected. A blue "Next" button is positioned below the third question.

¹ Note that a tavern is not required to have a full kitchen or a menu with entrees (but may) – a facility capable of producing a menu of soups, sandwiches, and the like is all that is required under the law.

12. The next two questions ask whether you will have a menu consisting of at least sandwiches, salads, and soups to determine if you meet the minimal food standards for a tavern license, and whether you will be open seasonally to determine if a summer or winter license is appropriate instead of a full year. For the purposes of this tutorial, we chose yes and no.

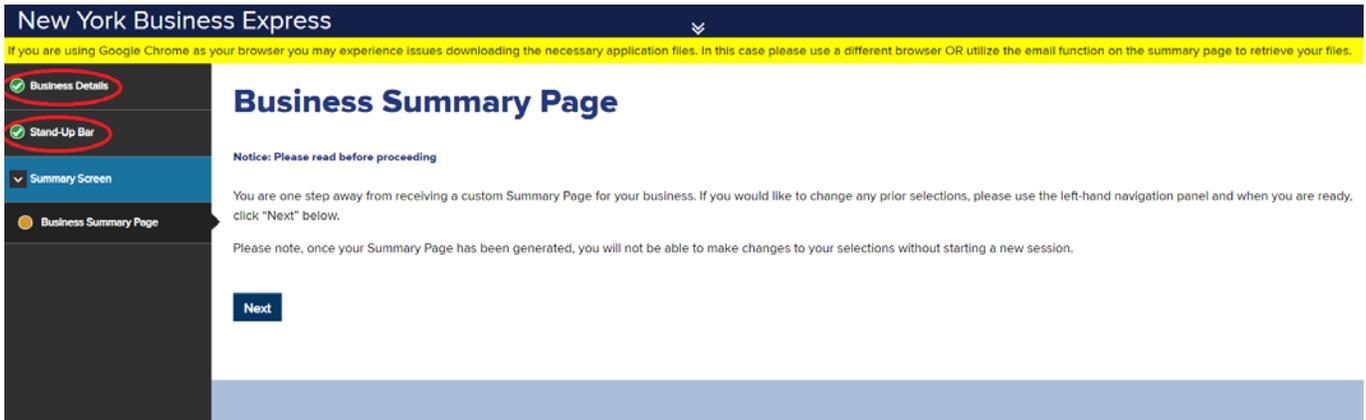
The screenshot shows the 'New York Business Express' application interface. At the top, there is a dark blue header with the text 'New York Business Express' and a small downward arrow. Below the header is a yellow warning banner that reads: 'If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.' The main content area is divided into a left sidebar and a main panel. The sidebar is dark grey and contains a list of menu items: 'Business Details' (expanded), 'On Premises' (checked), 'Beer, Wine, Cider and Liquor' (checked), 'Stand-Up Bar' (unchecked), and 'Summary Screen' (unchecked). The main panel has a white background and is titled 'Beer, Wine, Cider and Liquor' in a large blue font. Below the title, there are two questions: 'Does your menu consist of at least sandwiches, salads and soups?' with radio buttons for 'Yes' (selected) and 'No'; and 'Will you operate seasonally?' with radio buttons for 'Yes' and 'No' (selected). A blue 'Next' button is located at the bottom of the main panel.

13. The next question asks whether you will have more than one bar to serve customers from to determine your fee.² Each additional bar carries a fee equal to the underlying license fee. For the purposes of this tutorial, we chose no.

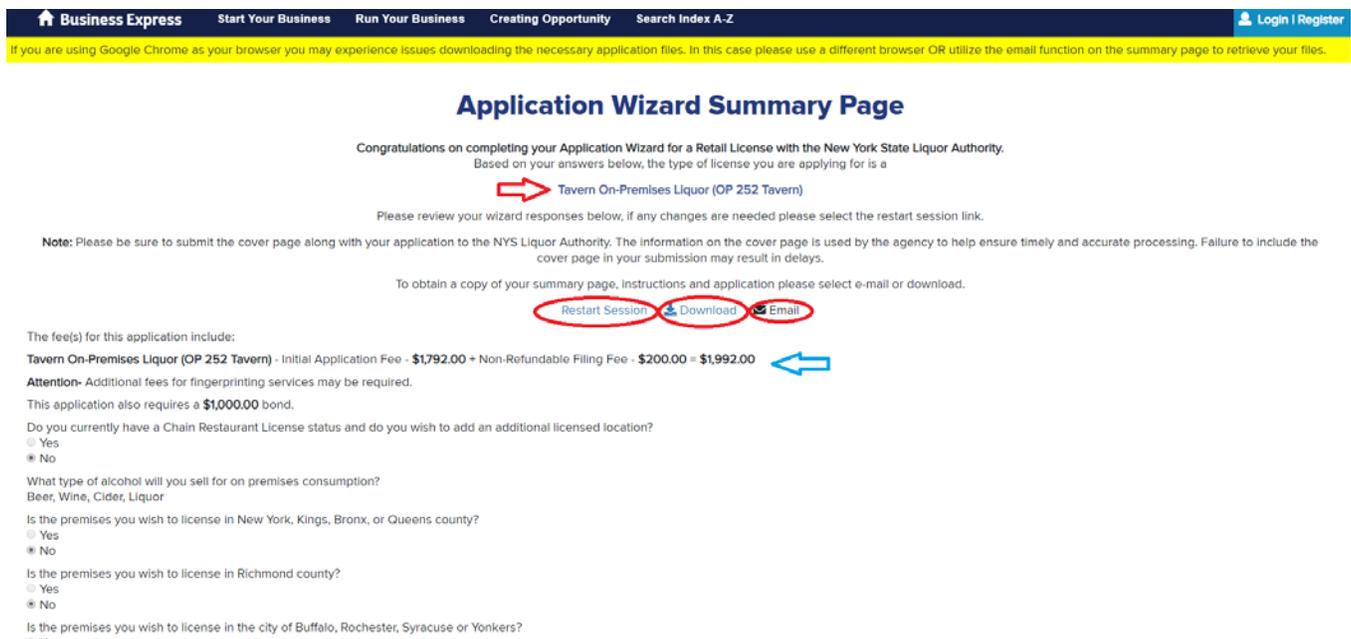
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² A premises with a capacity of less than 1000 may have up to 3 total bars. A premises with a capacity over 1000 has no limit on additional bars.

14. The next page gives you the opportunity to review and change any answers (by clicking on the items in the navigation bar – red circles) prior to submitting those answer to the Application Wizard to determine the appropriate license and fee for your business.



15. On the final summary page, you will find the type of license the Application Wizard determined is appropriate for your business (red arrow), the option of restarting, or downloading or emailing the summary, application, and instructions (red circles), and the appropriate fee (blue arrow).



We hope you have found this tutorial helpful.

If you have any questions about applying, please call **518-474-3114**, when you hear the prompt hit 1 and then 3 or email **licensing.information@sla.ny.gov**.